

State Records Center Fee Structure
Fiscal Year 2006

Basic Storage	\$2.70	Storage, per cubic foot (annual)
	\$30.00	All services: Hourly labor charge billed in quarter hour increments
	\$25.00	Separate, secure storage area accessible only by personnel from the creating agency (monthly surcharge)
Managed Storage		
	Storage	
	\$3.25	Storage, per cubic foot (annual)
	\$0.00	Accession new boxes
	Retrieval/Interfiling	
	\$1.50	Retrieve file (per location searched)
	\$0.00	Interfile <i>returned</i> folders into original boxes (per folder)
	\$2.50	Interfile <i>new</i> folders into existing boxes (per folder)
	Delivery/Pickup	
	\$0.00	Delivery (one regular weekly delivery within Metro Atlanta area)
	\$0.00	Pickup (one regular weekly pickup within Metro Atlanta area)
	\$0.00	Preparation and mailing to agencies outside Metro Atlanta area (cost of postage remains responsibility of requesting agency).
	\$10.00	Emergency Delivery: Next Day (call by 3:00 p.m. for delivery next day by 5:00 p.m. within Metro Atlanta area.) + cubic foot charge (below)
	\$1.00	Emergency Delivery: Next Day per cubic foot
	\$20.00	Emergency Delivery: Same Day (call by 10:00 a.m. for delivery by 5:00 p.m. within Metro Atlanta area.) + cubic foot charge (below)
	\$1.00	Emergency Delivery: Same Day per cubic foot
	\$0.50	Per page: Copy documents for agency.
	\$0.50	Per page: Fax document to agency.
	\$0.25	Per page: Scan and e-mail document to agency
	Data Entry	
	\$0.25	Per container: Enter container in TRIM system
	\$0.25	Per folder: Enter file folder in TRIM system
	Destruction	
	\$0.00	Per box: Prepare records for destruction.
	\$0.00	Per box: Destroy records.
	Other Services	
	\$30.00	Other services: Hourly labor charge billed in quarter hour increments
	\$25.00	Separate, secure storage area accessible only by personnel from the creating agency (monthly surcharge)
	Quote	TRIM web client software for management of paper and electronic records, installation, and training.